

NEWSLETTER

From Your District Advisor
Property Valuation & Review



What's New for May?

PVR Municipal Listing and Assessing Survey

Recently PVR sent out a request to all the town clerks to complete a brief survey which seeks to identify the current structure and possible vacancies in municipal listing and assessing offices in 2022. We are hoping to quantify the possible successes of and/or current challenges faced by municipal listing and assessing offices around the State. We will use this information to inform how we, PVR, can provide better support and assistance.

If your municipality has not yet completed the survey or if you are interested in providing your feedback, here is a link to the survey: <https://forms.office.com/g/3ATb6X0Y37>

The survey should only take about 5-10 minutes of your time. It can be completed by a town clerk, lister, assessor, selectboard member, or manager. There is no limit on the number of responses per town!

We are hoping to compile the information in the month of May and **would appreciate your responses by May 13th**. If you are interested, the statewide results can be made available to you following the survey.

If you have any questions or comments, please do not hesitate to reach out to PVR/your district advisor. We will be following up to try and get responses from every community so we can get complete statewide representation! Thank you, your feedback is greatly appreciated!

PVR Opportunity

PVR is hiring a Current Use Specialist III! You can find our listing [here](#). If you or someone you know is interested in this position, please feel free to reach out to Elizabeth Hunt at Elizabeth.Hunt@vermont.gov. Right now is a really exciting time in PVR: with the real estate market booming and the implementation of VTPIE, NOW is the time to join this incredible group of folks.

State Owned Building Inventory

Annually, on or about May 1, PVR provides an inventory of the assessed values of state buildings to each municipality in which state property is located. For the purposes of the [payment in lieu of taxes \(PILOT\)](#) calculation the assessed value of state buildings is defined in [32 V.S.A. § 3701\(2\)](#) *"Assessed value of State buildings" means the estimation of the current cost of replacing a building, maintained for insurance purposes by the State agency or other entity responsible for insuring the building, depreciated by the age and condition of the building.*

The inventory file is sent to the town clerk, so please check in with them, or reach out to PVR directly, if you have not received a copy.

As per [32 V.S.A. § 3704\(b\)](#), municipalities have 30 days in which to appeal assessed values provided. We also consider this a great opportunity for you to review the list of state-owned buildings as currently

identified by State of Vermont Building and General Services (BGS), Vermont State Colleges, University of Vermont, and the ski areas that operate on leased State lands. If you believe any structures are missing or have been sold, demolished, or otherwise, please reach out.

NEMRC Support Agreements

The Department of Taxes sends this communication to clarify the Department's role in payments you may make to New England Municipal Resource Center (NEMRC). We have received questions from municipal officials about invoices and bills received from NEMRC that are often called "annual support agreements," "software support agreements," or "annual support contract".

NEMRC has a contract with the State of Vermont to provide certain services; specifically, the Listing Program, which provides Grand List and Tax Administration processing. The current contract also allows towns to directly contract with NEMRC for the Computer Assisted Mass Appraisal (CAMA) system, however towns can use whatever CAMA system works best for their municipality.

However, NEMRC may not invoice towns for work performed by NEMRC for the State. The work you may be billed for should be work you requested, and no payment is required to take advantage of any service provided by NEMRC to fulfill its contract with the State. You may still utilize these services whether or not you pay support agreement payments to NEMRC for other services.

Fees you pay to NEMRC should only be for services you have purchased from NEMRC, such as support services, appraisal services, and other modules beyond the Grand List.

As you know, we are in the process of rolling out our new Vermont Property Information Exchange (VTPIE) system, which will replace the existing Grand List Software and file exchange processes currently in place to facilitate the administration of the statewide education property tax system. The state has contracted directly with Axiomatic LLC to host this system, at no cost to towns. The state will cease contracting with NEMRC for any state-hosted services as of July 2023.

Municipalities continue to be responsible for hosting their local CAMA program. To facilitate ease of use between the two systems, we are working directly with CAMA vendors to agree on technical requirements they must meet to successfully serve a Vermont municipality in this data exchange.

Still have questions? Contact PVR Director Jill Remick at jill.remick@vermont.gov. or 802-828-6639.

Cannabis & Current Use

Licensed cannabis cultivators may legally grow and cultivate cannabis without enrolling the land in Current Use. Using land and buildings enrolled in Current Use for cannabis cultivation entails some special rules.

Vermont law requires that agricultural land and buildings first be enrolled for some other qualifying use or uses, such as growing hay, cultivating non-cannabis crops, pasturing livestock, or some other allowable agricultural purpose. The exact requirements vary according to other factors, such as the amount of land to be enrolled and how it will be used. Please refer to page 10 of the [Vermont Cannabis Tax Guide](#) to see special rules about Current Use enrollment for cannabis cultivation and processing operators.

For information on the taxation of cannabis, please visit <https://tax.vermont.gov/business/cannabis-excise-tax>

What's on the Calendar for May?

At a glance, important dates for May include:

- On or about May 1: PVR furnishes copies of inventory forms filed by public utilities* [32 VSA 4452](#)
(Update: these inventories have been mailed)
- On or about May 1: PVR provides assessed values of state buildings and lands, as defined in [32 VSA 3701](#) to each municipality to which a payment-in-lieu-of-taxes (PILOT) is due.
- Early May: Updated list of eligible veterans to towns from the Vermont Office of Veterans Affairs. For more info, please visit [Disabled Veterans Property Tax Exemption](#)
- May 15th: Railroad Corporate Tax Distribution
FY21 Railroad Corporate Tax payments are anticipated to be issued to all Vermont towns which host railroad property. The payments are processed through the State of Vermont Treasurer's Office VISION portal (The payment will show the code RCT). Railroad Corporate Tax (RCT) is paid by the railroad companies and collected separately from property tax by the Department. The money is then distributed to railroad host towns based on the track mileage per town [32 VSA §8211](#). If you have questions that cannot be answered via the portal, please contact us at (802) 828-5860. <https://secure2.vermonttreasurer.gov/VendorPaymentPortal/>

*Note on Utility Values

The values have been sent to the towns from PVR. It is important to review these values, update as appropriate and apply your CLA to the new values or 100% if a reappraisal has occurred or your town's CLA is above 100%. Also, please review these values with your District Advisor as well as all of the property you have included in your utility electric category to make sure you understand the numbers that will be used for equalization compared to your listed value ahead of time.

Educational Offerings in May

Please see the *Education* section of this newsletter for course details and registration information

Monday	Tuesday	Wednesday	Thursday	Friday
2-May	3-May <ul style="list-style-type: none"> • VTPIE <i>Sales Verification</i> • KnowledgeWave <i>Excel: Plan a worksheet</i> 	4-May <ul style="list-style-type: none"> • KnowledgeWave <i>Word: How to Create a Table of Contents</i> 	5-May <ul style="list-style-type: none"> • Town Officers Training Series (VLCT) <i>Property Tax Assessment Appeals</i> • KnowledgeWave <i>How Teams & SharePoint Work Together</i> 	6-May <ul style="list-style-type: none"> • VTPIE <i>GIS Live</i>
9-May	10-May <ul style="list-style-type: none"> • PVR <i>Reappraisal</i> • KnowledgeWave <i>Inclusive Language</i> 	11-May	12-May <ul style="list-style-type: none"> • KnowledgeWave <i>Intro to Approvals in Teams</i> 	13-May
16-May	17-May	18-May	19-May <ul style="list-style-type: none"> • VTPIE <i>Sales Verification</i> 	20-May
23-May	24-May <ul style="list-style-type: none"> • KnowledgeWave 	25-May <ul style="list-style-type: none"> • KnowledgeWave <i>Coach, Mentor & Lead</i> 	26-May <ul style="list-style-type: none"> • KnowledgeWave <i>What is Viva Insights?</i> 	27-May

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Homestead Downloads

Beginning in mid-May, PVR recommends that you submit your non-filer responses through NEMRC [#7 Homestead Declarations on your main screen: Prepare/Send NF (not filed but we think they should be) list for State].

Please continue downloading your Declarations on a regular basis, paying attention to business/rental percentages as well as business use of outbuildings. Remember, any allocation changes in the homestead or housesite value are to be flagged for Change of Appraisal notices and require a comment.

[32 VSA 4111\(g\)](#)

[GB-1071 - HS-122 Download Instructions Fact Sheet](#)

<http://www.nemrc.com/support/grandList/>

myVTax

Town clerks should finish their recording of transfers with closing dates up to and including April 1 for the 2022 Grand List: this includes clearing their work queue of any lingering PTTRs that may be “stuck”; i.e. those needing to either be submitted or sent back to the preparer. For an indication of the preparer’s intent, you may check line **F6** in the PTTR that is in your queue, where the preparer has indicated their intent to record the return within 60 days of closing. Clerks may return lingering pttrs by unchecking the “This return is ready to be reviewed by a town clerk” box in their myVTax.

VTPIE

Listers should continue validating their sales for the Equalization Study [32 VSA 5405\(f\)](#). Please remember to use the appropriate codes and to answer subsequent questions when excluding invalid sales to ensure your District Advisor has the correct information. For those who have yet to create their accounts and sign in, the following links will assist in getting started:

- VTPIE Portal: <https://vtpie.org/>
- Request a VTPIE account access through this link: <https://request.vtpie.org/>
 - Activation Link is sent in a separate email. Need Help? Click [HERE](#) for a step-by-step process on activating your account
- Request a GIS account through this link: <https://gisrequest.vtpie.org/>
- Upcoming VTPIE **Sales** training webinars will be held May 3 and May 19
- Upcoming VTPIE **GIS** training webinar will be held May 6
- Recorded Trainings are available through this link: <https://tax.vermont.gov/municipal-officials/vtpie/support>
- **Equalization and Sales Validation Training**, recorded on February 9, 2022, is available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/materials>

Please reach out to your District Advisor with any questions!

News You Can Use

Helpful links

- **Calendar & Task List 2022** <https://tax.vermont.gov/content/lister-calendar-and-task-list>

- **District Advisor & their Territories** - Interactive District Advisor map <https://tax.vermont.gov/municipal-officials/listers-and-assessors/district-advisors>
- **Municipal Official Resources** <https://tax.vermont.gov/municipal-officials/resources>
Forms – Publications & Fact Sheets – Resources – Equalization materials – Reports – Newsletters
- **Property Tax Exemptions** <https://tax.vermont.gov/property-owners/exemptions>
 - ✓ Veterans <https://veterans.vermont.gov/benefits-and-services/veteran-benefits/tax-exemptions-veterans>
 - ✓ Public Pious & Charitable, Form PVR-317
<https://tax.vermont.gov/sites/tax/files/documents/PVR-317-2021.pdf>
- **Tax forms** <https://tax.vermont.gov/tax-forms-and-publications/individuals>
- **VTPIE Project** <https://tax.vermont.gov/municipal-officials/vtpie>

Lodging of Abstract Grand List/ Change of Appraisal Notices Timeline

- **On or before** June 4 or June 24, depending on population size
- These are the **last dates possible to meet the statute barring an extension granted by the Director*** - See [32 VSA 4342](#)
- Filing may occur any time after April 1 and prior to these dates

	Population of less than 5,000	Population of more than 5,000
Assessment date	April 1	April 1
Homestead Declarations timely filed	April 18 [^]	April 18 [^]
LATEST Abstract of individual list can be filed	June 4	June 24
LATEST change of appraisal notices can be sent*	June 4	June 24
Grievance hearings begin (above date plus 14)	June 19	July 9

[^] **April 15th was extended to April 18th for 2022**

Preparation for the lodging of the Abstract

Recommended pre-lodging check list:

- ✓ Verify that all your real value, homestead, and housesite changes have been made
- ✓ Verify that all property transfers have been processed as of April 1, 2022
- ✓ Verify all annually updated utilities, including cable, reflect the 2022 values (review with your DA)
- ✓ Verify your veteran exemptions reflect the final May spreadsheet as provided by VOVA
- ✓ Verify all exemptions for valid dates, statutes, values and are still eligible for exempt status
- ✓ Verify that your current use has been completed and loaded to your grand list
- ✓ Verify that your covenant restricted housing has been reviewed with the state provided inventory and that any discrepancies have been corrected in your grand list
- ✓ Verify that your category coding has been reviewed and corrected as needed
- ✓ Verify that your Homestead Declarations have been downloaded and are current
- ✓ Verify that all personal property has been entered (if your town taxes personal property)

We strongly recommend following the steps as outlined in the **Grand List Lodging Instructions** prior to lodging <https://tax.vermont.gov/content/gb-1067-grand-list-lodging-instruction-listers>

We also recommend you **create a 'Grand List Copy' of your NEMRC** database at this point in time. Creating this NEMRC 'copy' will allow you to run comparison reports using the lodging date as the base reference date.

- Instructions for creating a copy of your NEMRC
<http://www.nemrc.com/support/grandList/Create%20Copy%20Instructions.pdf>

Filing of the Preliminary Grand List

- This preliminary grand list (abstract of Individual Lists) must be filed with the town clerk. On the same day of the filing, post Notices of Grievance Day and mail your notices of change of appraisal. Remember notices must also be sent on homestead and housesite values that have changed, and on all Current Use (use value) parcels that have value or allocation changes. These notices must be sent by registered mail, certified mail or certificate of mailing [32 V.S.A. §4111](#) and [32 V.S.A. §3756](#).
- VLCT recommends posting your Meeting Agenda for Grievance Day concurrently when you post your Notices of Grievance Day. Since this is a public meeting, it requires posting of the agenda to comply with open meeting law [1 VSA 312 \(d\) \(I\)](#) In or near town office, at two (2) other designated public places in town and on the body's official website if one exists. The agenda is also to be made available to any person prior to the meeting upon specific request.

Grand List Terms

Abstract of individual lists (aka 'the abstract') – This is the grand list that is lodged by the board of listers with the town clerk on the day the notices of change of appraisal are mailed (June 4 for towns with populations < 5,000 and June 24 for towns with populations > 5,000). It's sometimes called the preliminary grand list. [32 VSA 4111](#), [32 VSA 4341](#)

Grand List – this is the book that is lodged with the town clerk after all grievances have been heard and decided. Applicable dates are July 25 < 5,000, August 14 > 5,000 [32 VSA 4151](#), [32 VSA 4341](#)

Abstract of the Grand List (aka **Form 411**) – This is the summary of the grand list that has been filed with the town clerk and is required to be sent electronically to the Division of Property Valuation and Review by August 14. [32 VSA 5404](#)

With the above, the most important thing is to be sure that the public can follow your actions on assessment from the lodging of the abstract on the day notices of Change of Appraisal are mailed to the signing of the certificate that is attached to the grand list book at the close of grievance. At that time, the responsibility of the grand list book shifts to the town clerk. The book is in her/ his hands from that point forward and any further lister value adjustments will be made through the Errors and Omissions process with the approval of the Select Board or appeal decisions.

Current Use

Some helpful hints as you work your way through your download:

- ✓ Make sure you are on the **most recent version of NEMRC** (check live update (option U) on the NEMRC main menu)

- ✓ Make sure you have **downloaded the latest homestead declaration file** and processed all changes (#7 NEMRC main menu) <https://tax.vermont.gov/sites/tax/files/documents/GB-1071.pdf>
 - ✓ Make sure you have **processed property transfers** to the grand list ownership date of April 1, 2022
 - ✓ After you have sent the completed file to PVR, **load the values, even if it is your first exchange**. You can load values multiple times.
 - ✓ **For reappraisal towns** – make sure that the CLA on the first page is set to a 1.00. If you thought you were doing a **reappraisal and are now delaying** until next year, please contact your district advisor immediately to have the CLA reset.
 - ✓ **For the first download you will need to validate all the files**. If you are unsure what this means and what this involves, please contact your district advisor.
 - ✓ If the property owner has not yet filed a homestead declaration, **they are nonhomestead at this time**. You can correct this if they file in a subsequent download.
 - ✓ If you are having issues making a file match to validate, please **contact your district advisor**. You can scan or take a picture of your screen and we can often help you resolve the issue quite easily working from that.
 - **If ownership has changed** and PVR does not have that reflected, please let Current Use know as soon as possible by clicking “Request Change” in the upper portion of the page and choosing Other- then type details about the transaction in the town comment box.
 - **If acreage has changed** and PVR does not have that reflected, please let us know as soon as possible by clicking one of the “Reason(s) for Change” in the boxes next to acreage and then type details in the town comment box.
 - Reminder: all enrolled **farm buildings are nonhomestead by definition**. You will need to make sure they are coded correctly on your cost sheet before you begin allocation.
 - ✓ **Excluded land valuation** is dictated by statute: Title [32 VSA 3756](#) Definition (Appraisal Value) (d) The assessing officials shall appraise qualifying agricultural and managed forestland and farm buildings at use value appraisal as defined in subdivision [§3752\(12\)](#) of this title. If the land to be appraised is a portion of a parcel, any portion not receiving a use value appraisal shall be valued at **its fair market value as a stand-alone parcel**, and, for the purposes of the payment under [§3760](#) of this chapter, the entire parcel shall be valued at its fair market value as other similar parcels in the municipality.
 - If this is a new parcel or the excluded land has changed you will need to look at the **current use map** to determine where the excluded land is in order to value it appropriately.
 - Total land value (from cost sheet) minus excluded land (from cu calculation sheet) equals **enrolled land**. We recommend you try to go through the math, it will help you to complete the downloads, understand the process and explain it to taxpayers.
- Recordings of our recent two-day Current Use training webinar(s) are available for viewing at <https://tax.vermont.gov/municipal-officials/certification-education-programs/materials>
- Training document from Spring 2022 Webinar <https://tax.vermont.gov/sites/tax/files/documents/2022%20Current%20Use%20Calculation.pdf>
- Additional refresher materials are available at our Current Use Training course materials link [Current Use training](#) as well those found at [NEMRC Current Use Instructions](#).

Additional resources available:

For enrolled properties

[Assessing property for current use](#)

[How to allocate Land subject to Use Value Appraisal](#)

For LV-314 requests

[How to Value Land Excluded or Withdrawn from Current Use](#)

Town resources:

eCuse recordings (new applications)

Land Use Change Lien Release

[1179.pdf](#)

[Municipal Service User Guide for Town Clerks & Listers](#)

[https://tax.vermont.gov/sites/tax/files/documents/GB-](https://tax.vermont.gov/sites/tax/files/documents/GB-1179.pdf)

eCuse

- **Town clerks** should also be checking regularly for applications that have been approved and are awaiting recording.
- **Need sign in assistance with eCuse?** Please reach out to Carrie Potter at (802) 828-6635.
<https://secure.vermont.gov/TAX/ecuse/home>

Withdrawals/ Discontinuances/ LUCT

Current Use withdrawals are **ongoing, processed through the myVTax application**. You will be alerted via email when you have LUCT (Land Use Change Tax/Penalty) value requests in myVTax. We also recommend listers make it a practice to log into their myVTax accounts monthly to check for new activity. When there is a request, please log into your myVTax account as soon as possible where you will be asked to determine a value for the land being removed from the program. **Please be mindful that by statute, listers/assessors have thirty (30) days to submit the completed form to the Director [32 V.S.A. §3757\(b\)](#).**

myVTax process

[myVTax Guide: LV-314 Return Navigation for Listers](#)

[Land Use Change Lien Release](#)

[How to Recover Your Username & Reset Your Password](#)

Valuation

[How to Value Land Excluded or Withdrawn From CU](#)

[Land Developed or Withdrawn from Current Use](#)

If you need more information about how to get access to your myVTax account, how to value the land, or how to notify the taxpayer, please reach out to your district advisor.

Education

PVR

The Division of Property Valuation and Review (PVR) offers lister and assessor courses at **no charge** to current Vermont municipal assessment officials. Below are listed our trainings for 2022.

Registration for upcoming classes will be available soon at <https://tax.vermont.gov/municipal-officials/education>. Once registered, you will receive confirmation along with the sign-in link to the training webinar. A confirmation email from TAX.ListerEd@vermont.gov will be sent to the email provided when registering - please remember to save this email!

We will be posting training reminders on Listserv (a/k/a Comp60) along with a direct link to register. When signing into Teams, please sign in using your full name as well as your town to receive your Certificate of Attendance.

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| • | Deed Reading & Real Estate Exemptions | <i>Stay Tuned!</i> | TBD |
| • | Reappraisal | May 10 | 9:00 AM – Noon |

- **Advanced Lister Training** June 8 9:00 AM – Noon
- **Solar/Cell/Subsidized Housing** June 16 9:00 AM – Noon
- **Statutes & Real Estate Law Session 1 of 2*** July 27 1:00 PM – 4:00 PM
- **Statutes & Real Estate Law Session 2 of 2*** July 28 1:00 PM – 4:00 PM

**Please note this course is a requirement for the Vermont Property Assessor Level III certification and participants are required to attend both sessions for the State-sponsored Statutes & Rules in Property Assessment Certificate.*

- **IAAO 100 Real Estate Property Appraisal Workshop*** August 9 8:30 AM – 4:30 PM
- **IAAO 100 Real Estate Property Appraisal Workshop*** August 10 8:30 AM – 4:30 PM

**Please note this course is a requirement for the Vermont Property Assessor Level I certification and participants are required to attend both sessions for the IAAO 100 Real Estate Property Appraisal Workshop Certificate.*

- **Data Collection Session 1 of 4*** *Tentatively* August 30 full day session
- **Data Collection Session 2 of 4*** *Tentatively* August 31 full day session
- **Data Collection Session 3 of 4*** *Tentatively* September 6 full day session
- **Data Collection Session 4 of 4*** *Tentatively* September 7 full day session

**Please note this course is a requirement for the Vermont Property Assessor Level II certification and participants are required to attend all four sessions for the State-sponsored Data Collection Course Certificate.*

- **Advanced Data Collection** September 29 9:00 AM – 4 PM
- **Tips & Tricks** October 11 9:00 AM – Noon

VALA

VALA will be offering the following Zoom IAAO workshops and courses for 2022:

- September 12-15 **IAAO 101 Fundamentals of Real Property Appraisal**
Instructor: Kara Endicott
- October 3 & 4 **IAAO 155 Depreciation Analysis Workshop**
Instructor: David Cornell
- Week of Sept. 19-23 **IAAO 171 IAAO Standards of Professional Practice & Ethics Workshop**
Instructor: TBD
- October 17-21 **IAAO 300 Fundamentals of Mass Appraisal**
Instructor: David Cornell
- October 24-26 **IAAO 452 Fundamentals of Assessment Ratio Studies Workshop**
Instructor: David Cornell

VALA's website link to additional training info: <https://valavt.org/education/training/>

Link to VALA's registration form (also found on the training page link above):

<https://valavt.org/wp-content/uploads/sites/33/2022/01/VALA-Education-Registration-2022u.pdf>

VLCT - Town Officers Training Series

Free Municipal Officer Webinar Training Series for Tax Assessments and Appeals – April and May 2022

If you are a municipal officer with tax assessment, reporting, or tax assessment appeals responsibilities, please register now for these free PVR-sponsored trainings. Hosted by the Vermont League of Cities and Towns, with funding support from the Vermont Department of Taxes, Division of Property Valuation and Review.

- **Effective Board of Civil Authority Property Tax Assessment Appeals** May 5 9 am – 12 pm
<https://www.vlct.org/event/effective-board-civil-authority-property-tax-assessment-appeals>

Learn the legal and practical parameters within which the BCA must operate, including deadlines, rules governing participation, & requirements for decision making. A mock BCA hearing will also be available to view.

NEMRC

NEMRC's webinar recordings from both their 2022 and 2021 offerings can be found at <https://www.nemrc.com/support/webinars/> . These webinars are also made available to current municipal assessment officials at no charge through the town's NEMRC Annual Support Agreement.

On-Demand Webinars & Training materials

Recordings of our webinars, as well as course materials from our past classes, are available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/materials>. Please keep in mind that these recordings are meant for reference only – **** actual event attendance is required for VPA certification.**

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|---|--|-----------|-------------------|
| • | Equalization & Sales Validation Training | | February 9, 2022 |
| • | Current Use Training | Session 1 | February 16, 2022 |
| | Current Use Training | Session 2 | February 17, 2022 |
| • | New & Seasoned Lister Training | Session 1 | March 16, 2022 |
| | New & Seasoned Lister Training | Session 2 | March 18, 2022 |
| | New & Seasoned Lister Training | Session 3 | March 23, 2022 |
| | New & Seasoned Lister Training | Session 4 | March 25, 2022 |

Prior year trainings:

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|---|---|--------------------|
| • | Vermont Statutes & Real Estate Law Training** | July 14 / 15, 2021 |
| • | Land Schedule Training** | May 19 / 26, 2021 |
| • | Grand List Cleanup | April 28, 2021 |
| • | Deed Reading & Real Estate Exemptions | April 21, 2021 |

VTPIE

On-Demand Webinars for the new VT Property Exchange (VTPIE) can be found at

<https://tax.vermont.gov/municipal-officials/vtpie/support>

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|---|--|-------------------|
| • | Geographic Information System (GIS) Portal Training | February 23, 2022 |
| • | VTPIE Training I - Municipal Info & Sales Validation | January 20, 2022 |
| • | Axiomatic Update Webinar | July 13, 2021 |

KnowledgeWave

KnowledgeWave continues to bring Microsoft Office and professional development webinars to municipalities each month as part of the [KnowledgeWave Learning Site](#) training package. These webinars are free for all KnowledgeWave members. The new, live webinars coming your way this April are:

- **Excel: Plan a Worksheet & Basic Formulas**
5/3/22 at 1 PM EDT | 60 min | [Learn More or REGISTER](#)
- **How to Create a Table of Contents in Word**
5/4/22 at 3 PM EDT | 45 min | [Learn More or REGISTER](#)
- **How Microsoft Teams & SharePoint Work Together**
5/5/22 at 1 PM EDT | 30 min | [Learn More or REGISTER](#)
- **Inclusive Language**
5/10/22 at 3 PM EDT | 30 min | [Learn More or REGISTER](#)
- **Introduction to Approvals in Microsoft Teams**
5/12/22 at 3 PM EDT | 30 min | [Learn More or REGISTER](#)
- **Microsoft 365: Create & My Content Buttons**
5/24/22 at 10 AM EDT | 30 min | [Learn More or REGISTER](#)
- **Coach, Mentor & Lead**
5/25/22 at 1 PM EDT | 60 min | [Learn More or REGISTER](#)
- **What is Viva Insights?**
5/26/22 at 3 PM EDT | 30 min | [Learn More or REGISTER](#)

If you have yet to enroll in this educational platform provided by PVR or if you wish to enroll additional town officials please send their first name, last name, town, and their unique email address to support@knowledgewave.com, they will be added to the learning site. A town may enroll up to ten (10) individual emails for town officials.

Grant Funding/ Reimbursement for Travel

PVR classes continue to be of no charge to listers. PVR sponsorship of select NEMRC webinars and VALA hosted IAAO classes also continues. However, please be aware the VALA registration fees for these IAAO courses is not reimbursable through the PVR grant. Grant money is available for **pre-approved** mileage and lodging expenses (distances apply). A fillable pdf, grant application can be found at <https://tax.vermont.gov/content/state-vermont-grant-agreement> You will need to download and save the application to your computer, close the web version, and reopen the file on your computer.

Additionally, if municipal listers and assessors are independently taking non-PVR sponsored, assessment related courses, including those taken online, these course fees **may** be reimbursed through the grant application process. This grant funding **may** also apply to related travel expenses to assessment trainings (including mileage above 50 miles one way and lodging for multiple day classes). Applications for grants **must be preapproved prior to attending the training**. To apply, follow the Course Funding link below. If you need assistance with this process, please contact (802) 828-6887. More information about course funding and our grant program is available at <https://tax.vermont.gov/municipal-officials/certification-education-programs/tuition-information>

The *Grant Education Funding for Listers and Assessors (Municipal Reimbursement)* Fact Sheet is also available at <https://tax.vermont.gov/sites/tax/files/documents/FS-1184.pdf>.

District Advisor & CU Specialist Contact Information

[District Advisors & their territories interactive map](#)

District Advisors

Barb Schlesinger barbara.schlesinger@vermont.gov	(802) 369-9081	Deanna Robitaille deanna.robitaille@vermont.gov	(802) 323-3411
Benton Mitchell benton.mitchell@vermont.gov	(802) 233-4255	Jen Myers jennifer.myers@vermont.gov	(802) 522-0199
Christie Wright christie.wright@vermont.gov	(802) 855-3897	Teri Gildersleeve teri.gildersleeve@vermont.gov	(802) 855-3917
Cy Bailey cy.bailey@vermont.gov	(802) 233-3841	Theresa Gile theresa.gile@vermont.gov	(802) 522-7425
Nancy Anderson / Edu Coord (PT) nancy.anderson@vermont.gov	(802) 279-9938	Nahoami Shannon / PVR Assist nahoami.shannon@vermont.gov	(802) 595-3402

Current Use Specialists

Addison - Derby	Patrick Dakin patrick.dakin@vermont.gov	(802) 828-6633
Dorset - Middlebury	Isaac Bissell isaac.bissell@vermont.gov	(802) 828-6637
Middlesex - Shoreham	Maria Steyaart Maria.steyaart@vermont.gov	(802) 828-6636
Shrewsbury - Worcester	Nick Zimny-Shea nicholas.zimny-shea@vermont.gov	(802) 828-6608

Help Desks

PVR GENERAL HELP LINE (802) 828-5860 / OPTION 3
CURRENT USE (802) 828-5860 / OPTION 2

Please leave a message for your District Advisor at their number. However, if you need immediate assistance and are unable to wait for a return call please call (802) 828-5860, select option #3 and ask to speak to a district advisor that is available.

AXIOMATIC SUPPORT
<https://support.axiomnh.com/support/home>
support@axiomnh.com
(603) 413-4978 EXT 0

Online Resources

Lister & Municipal Basics

Municipal resources	Open Meeting Law – VLCT	Tax Bill tools
Forms & publications	Municipal Law Basics	Property Tax Credit Confidentiality
IPTMS Project	Public Records - Sec of State	VT Property Assessor Certification
NEMRC GL Support	Public Records - VLCT FAQ	State Sponsored Training

Property Assessment - Grand Lists

Listers and Assessors	Lister Guide	Assessment Toolbox
Lister and/or Assessor Options	Lister Responsibilities	Approved Appraisers
eCuse	Assessing CU Property	CU Withdrawal - FMV

Property Ownership & Deeds	Solar plants - valuing w/ PV Value	Conservation Easements
Reappraisals		Homestead Declarations
Grand List Lodging Checklist	E&O - Value Change	E&O- Homestead Status Change

Exemptions

Exemptions	Public, Pious & Charitable PVR-317	32 VSA 3802 – Statutory Exemptions
Valuation of Tax-Exempt Properties	Insurance Value Reporting form CR-001 for Exempt Properties	32 VSA 3832 – Restricted Exemptions
Veterans Exemption	Subsidized Housing	Covenant Restricted

Appeals

Grievance Letter Template	Sec of State Tax Appeal Handbook	VLCT Property Tax Appeals
Appeals to Director Guide	Guide to Best Practices	List Value Adjustment Request

VCGI Mapping

Vermont Parcel Program Overview	Parcel Program Frequently Asked Questions
Vermont Parcel Viewer	Parcel Program Town Data Status
Vermont Parcel Program GIS Data	Example Uses of Parcel Program GIS Data
Vermont Land Survey Library	Digital Parcel Mapping Guidelines and Contract Guidance
For Map Vendors: Guidance in working with VCGI	For Mappers: How to submit municipal parcel data updates